

**Rural Community Development Facilities Grant (RCD) Performance
Progress Report
Forms and Instructions**

RCD PPR Instructions 2

Cover Page..... 5

Form A: Performance Measures 6

Form B: Program Indicators 13

RCD Performance Progress Report

RCD PPR Instructions

The Performance Progress Report (PPR) is used by the Office of Community Services to collect the comparative data required to account for the expenditure of Federal funds, assess the progress and impact of the Rural Community Development Facilities Grant (RCD) program and provide feedback to assist grantees.

RCD grantees are required to submit a PPR twice annually via GrantSolutions as follows:

Reporting Period	Report Due
September 30 th – March 31 st	April 30 th
April 1 st – September 29 th	October 31 st

The PPR consists of three sections:

- **Cover Page:** This form collects general information about the RCD grant.
- **Form A:** This form collects quantitative data the RCD Program grantees on a semi-annual basis.
- **Form B:** This form collects qualitative data/information from the RCD Program grantees on a semi-annual basis.

Cover Page

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a.	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of recipient organization and address, including ZIP code.
5.	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period. .
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	Performance Narrative	Attach performance narrative as instructed by the awarding Federal Agency

RCD Performance Progress Report

Item	Data Elements	Instructions
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.
12a.	Certification – Name	Type or print the name and title of the Authorized Certifying Official.
12b.	Certification - Signature	The Authorized Certifying Official should sign here.
12c.	Certification – Phone	Enter the area code, phone number and extension of the Authorized Certifying Official.
12d.	Certification – Email	Enter the email address of the Authorized Certifying Official.
12e.	Certification – Date	Enter the date (month, day, year) the report is submitted.

Form A

Form A collects the quantitative data about your project. Please fill out all sections and fields applicable to your RCD grant.

Column 1 lists the indicator number. The letter corresponds to the group indicators.

Column 2 describes the objective goal/description.

Column 3 describes the indicators of progress toward the goal in Column 2 to be used to report in the rest of the columns in the row. Indicators are measurable elements of the desired results of the program.

Column 4 describes where the project started on this goal. This is described by entering the value of the indicator at the start of [the project, the year or the reporting period- a decision you will want to make].

Column 5 is the year in which the final target value (column 6) is expected to be achieved.

Column 6 describes the final target for the project.

Column 7 documents the grantees cumulative progress towards the project goal.

Column 8 provides the grantee space to provide any additional data that the OCS Project Specialist might need to better understand the data. A very short explanation may be provided in the explanation column to explain the quantitative data provided. However, it is recommended that longer explanations and a more detailed discussion of highlights and challenges related to the grant be provided in the first two sections (Highlights and Challenges) of Form B.

Indicators

The indicators on which you report are grouped and labeled by letters. Indicators in groups A through I are applicable to all grantees.

RCAP Grantees – Provide data for indicators in groups A through I. Indicators in groups J through N generally do not apply to RCAP grantees. However, if any indicators in groups J through N do apply, please provide data for the applicable indicators. If an indicator does not apply, leave the field blank or enter “NA.”

Tribal Grantees – Provide data for indicators in groups A through I. Tribal grantees should also provide data for indicators in groups J through N. If an indicator does not apply, leave the field blank or enter “NA.”

Form B

Form B provides a structured format to discuss your RCD programs as you would in the semi-annual reports and address or explain any issues raised in Form A. It will primarily collect the qualitative data that OCS Program Specialists need to monitor the program. Please enter the page number and total number of pages in the upper right corner.

RCD Performance Progress Report

There are four sections to Form B.

Project Description – This section provides space for basic data describing the project.

Highlights & Major Accomplishments – This section provides a place to document key successes in the project. The nine specified topics in Column 2 are suggested areas where you may have experienced success. An additional line is included for accomplishments that are not covered by the nine distinct topics. Column 4 provides an opportunity to describe accomplishments for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

Challenges (or problems) & Resolutions (or steps taken) – This section mostly mirrors the highlights section but collects data on the challenges faced in the reporting period, and how those challenges were or will be addressed. The nine specified topics in Column 2 are suggested areas where you may have experienced challenges. An additional line is included for challenges that are not covered by the specific topics. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

Changes – This section documents for the OCS Program Specialist any significant changes in the project that may impact future success and/or need to be documented. The seven specified topics in Column 2 are suggested areas where you may have undergone changes. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

Note: This PPR form is in a locked format. The editable fields contain gray text that says “Enter text” or “Enter number.” Click on the text to type in your data or response. If an editable field does not apply to your grant or the data is not available, leave it blank. All other sections of the document, including instructions, indicator names, and table formatting are locked and cannot be edited.

RCD Performance Progress Report

Cover Page

		Page Enter text.	of Enter text. Pages
1. Federal Agency and Organization Element to Which Report is Submitted Enter text.		2. Federal Grant or Other Identifying Number Assigned by Federal Agency Enter text.	
		3a. DUNS Number Enter text.	
		3b. EIN Enter text.	
4. Recipient Organization (Name and complete address including zip code) Enter text.		5. Recipient Identifying Number or Account Number Enter text.	
6. Project/Grant Period Start Date: (Month, Day, Year) Enter text.		7. Reporting Period End Date (Month, Day, Year) Enter text.	
		8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____) _____	
10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) Enter text.			
11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official Enter text.		12c. Telephone (area code, number and extension) Enter text.	
		12d. Email Address Enter text.	
2b. Signature of Authorized Certifying Official Enter text.		12e. Date Report Submitted (Month, Day, Year) Enter text.	
		13. Agency use only	

RCD Performance Progress Report

Form A: Performance Measures

Reminder:

The indicators on which you report are grouped and labeled by letters. Indicators in groups A through I are applicable to all grantees.

RCAP Grantees – Provide data for indicators in groups A through I. Indicators in groups J through N generally do not apply to RCAP grantees. However, if any indicators in groups J through N do apply, please provide data for the applicable indicators. If an indicator does not apply, leave the field blank or enter “NA.”

Tribal Grantees – Provide data for indicators in groups A through I. Tribal grantees should also provide data for indicators in groups J through N. If an indicator does not apply, leave the field blank or enter “NA.”

						Page Enter text.	of Enter text. Pages
1.Federal Agency and Organization Element to Which Report is Submitted Enter text.		2. Federal Grant or Other Identifying Number Assigned by Federal Agency Enter text.		3a. DUNS Enter text.		4. Reporting Period End Date (Month, Day, Year) Enter text.	
				3b. EIN Enter text.			
A. Performance Measures							
(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measure	(4) Baseline	(5) Target Year	(6) Project Target	(7) Actual To Date	(8) Explanation
A-01	Serve states in region	Number of state represented (enter state names in the Explanation column)	Enter #	Enter #	Enter #	Enter #	Enter text.
B-01	Population Served	# of people served	Enter #	Enter #	Enter #	Enter #	Enter text.
B-02		# of households served	Enter #	Enter #	Enter #	Enter #	Enter text.
B-03		# of communities served	Enter #	Enter #	Enter #	Enter #	Enter text.
B-04		# of people living in poverty served as defined by the HHS Guidelines	Enter #	Enter #	Enter #	Enter #	Enter text.
B-05		# of Native American people served	Enter #	Enter #	Enter #	Enter #	Enter text.
C-01	Rural Communities Served	# of communities served below a population of 500	Enter #	Enter #	Enter #	Enter #	Enter text.
C-02		# of communities served with a population between 501 and 2,500	Enter #	Enter #	Enter #	Enter #	Enter text.
C-03		# of communities served with a population between 2,501 and 5,000	Enter #	Enter #	Enter #	Enter #	Enter text.
C-04		# of communities served with a population between 5,001 and 10,000	Enter #	Enter #	Enter #	Enter #	Enter text.
C-05		# of communities served with a population over 10,001	Enter #	Enter #	Enter #	Enter #	Enter text.
C-06		Average size of community	Enter #	Enter #	Enter #	Enter #	Enter text.

RCD Performance Progress Report

C-07		Population of Smallest community served	Enter #	Enter #	Enter #	Enter #	Enter text.
C-08		Population of Largest community served	Enter #	Enter #	Enter #	Enter #	Enter text.
D-01	Assist in developing affordable, safe water and wastewater treatment facilities	# of needs assessments conducted	Enter #	Enter #	Enter #	Enter #	Enter text.
D-02		# of long-term facilities development projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-03		# of community and leadership development projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-04		# of disaster preparedness and recovery projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-05		# of loan fund projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-06		# of management and financial projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-07		# of regulatory compliance projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-08		# of operations and maintenance projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-09		# of source water protection projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-10		# of other short-term technical assistance projects not classified above	Enter #	Enter #	Enter #	Enter #	Enter text.
E-01	Develop training so that the facilities will be sustained over the long term	# of trainings conducted (all types)	Enter #	Enter #	Enter #	Enter #	Enter text.
E-02		# of training attendees (all types)	Enter #	Enter #	Enter #	Enter #	Enter text.
E-03		# of board trainings	Enter #	Enter #	Enter #	Enter #	Enter text.
E-04		# of board training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
F-01	Conduct networking and outreach activities	# of funding collaborations	Enter #	Enter #	Enter #	Enter #	Enter text.
F-02		# of WARN collaborations	Enter #	Enter #	Enter #	Enter #	Enter text.
F-03		# of presentations lead (non-training)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-04		# of publications created (non-newsletter)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-05		# of publications updated, translated, or otherwise revised (non-newsletter)	Enter #	Enter #	Enter #	Enter #	Enter text.

RCD Performance Progress Report

F-06		# of publications disseminated digitally (by email) (non-newsletter)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-07		# of paper publications disseminated (by mail or in person) (non-newsletter)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-08		# of email newsletters published (number of issues)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-09		# of contacts on email mailing list (number distributed)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-10		# of paper newsletters published (number of issues)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-11		# of contacts on paper mailing list (number distributed)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-12		# of new face-to-face contacts	Enter #	Enter #	Enter #	Enter #	Enter text.
G-01	Leverage additional funds to increase project success	# of communities assisted that applied for funding	Enter #	Enter #	Enter #	Enter #	Enter text.
G-02		# of communities assisted this year that were awarded funding	Enter #	Enter #	Enter #	Enter #	Enter text.
G-03		# of communities assisted this year that were denied funding	Enter #	Enter #	Enter #	Enter #	Enter text.
G-04		# of communities assisted this year where funding is pending	Enter #	Enter #	Enter #	Enter #	Enter text.
G-05		Total dollar amount of funding in loans received by the communities assisted this year	Enter #	Enter #	Enter #	Enter #	Enter text.
G-06		Total dollar amount of funding in grants received by the communities assisted this year	Enter #	Enter #	Enter #	Enter #	Enter text.
H-01	Create revolving loan funds to support small community projects	# of loans granted	Enter #	Enter #	Enter #	Enter #	Enter text.
H-02		Total dollar amount of loans distributed	Enter #	Enter #	Enter #	Enter #	Enter text.
H-03		Smallest loan	Enter #	Enter #	Enter #	Enter #	Enter text.
H-04		Largest loan	Enter #	Enter #	Enter #	Enter #	Enter text.
I-01	Monitor the outcomes of construction projects	# of long term facilities projects where construction was STARTED (post-OCS grantee work outcome)	Enter #	Enter #	Enter #	Enter #	Enter text.

RCD Performance Progress Report

I-02		# of long term facilities projects where construction was COMPLETED (post-OCS grantee work outcome)	Enter #	Enter #	Enter #	Enter #	Enter text.
J-01	Serve Tribal Communities	# of workshops to inform tribal councils, water boards and citizens regarding drinking water	Enter #	Enter #	Enter #	Enter #	Enter text.
J-02		# of proposals prepared for infrastructure development	Enter #	Enter #	Enter #	Enter #	Enter text.
J-03		# of onsite community technical assistance visits by Tribal staff	Enter #	Enter #	Enter #	Enter #	Enter text.
J-04		# of onsite managerial assistance visits by Tribal staff	Enter #	Enter #	Enter #	Enter #	Enter text.
J-05		# of working group meetings	Enter #	Enter #	Enter #	Enter #	Enter text.
J-06		# of certification program advisory group meetings	Enter #	Enter #	Enter #	Enter #	Enter text.
J-07		other comments on activities	Enter #	Enter #	Enter #	Enter #	Enter text.
K-01	Tribal Training Maintenance	# of new trainings developed this FFY	Enter #	Enter #	Enter #	Enter #	Enter text.
K-02		# of trainings revised and updated this year	Enter #	Enter #	Enter #	Enter #	Enter text.
L-01	Tribal Training Attendance	Total of training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-02		# of consumer confidence training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-03		# of confined spaces training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-04		# of cross connection training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-05		# of drinking water sampling training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-06		# of emergency response training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-07		# of general module training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-08		# of hydraulics and pumping training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-09		# of mathematics course attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-10		# of refresher cross-connection training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-11		# of water quality standards academy attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-12		# of school of work training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-13		# of wastewater collection training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.

RCD Performance Progress Report

L-14		# of wastewater treatment-act. Sludge training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-15		# of wastewater treatment lab attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-16		# of wastewater treatment systems – lagoon training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-17		# of wastewater treatment level 2 training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-18		# of water distribution training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-19		# of water distribution level 2 training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-20		# of water treatment training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-21		# of water treatment level 2 training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-22		# of TWS operator work group training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-23		# of water laboratory analyst training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-24		# of total max daily load workshops attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-25		# of water security training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-26		# of source water assessment training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-27		# of satellite conferences attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-28		# of pumps and motors training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-29		# of cost savings and utility operations training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
M-01	Train water operators to be able to pass certifications	# of individuals who passed certification tests	Enter #	Enter #	Enter #	Enter #	Enter text.
M-02		# of individuals who failed certification tests	Enter #	Enter #	Enter #	Enter #	Enter text.
N-01	Issue and reissue certifications	# of new certifications issued	Enter #	Enter #	Enter #	Enter #	Enter text.
N-02		# of certifications reissued	Enter #	Enter #	Enter #	Enter #	Enter text.
N-03		# of certifications issued through reciprocity agreements	Enter #	Enter #	Enter #	Enter #	Enter text.
N-04		Of all the certifications issued, # of lagoon	Enter #	Enter #	Enter #	Enter #	Enter text.

RCD Performance Progress Report

N-05		Of all the certifications issued, # of wastewater collection (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-06		Of all the certifications issued, # of wastewater treatment (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-07		Of all the certifications issued, # of wastewater treatment (2)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-08		Of all the certifications issued, # of wastewater treatment (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-09		Of all the certifications issued, # of wastewater treatment (4)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-10		Of all the certifications issued, # of wastewater lab analyst (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-11		Of all the certifications issued, # of water distribution (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-12		Of all the certifications issued, # of water distribution (2)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-13		Of all the certifications issued, # of water distribution (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-14		Of all the certifications issued, # of water lab analyst	Enter #	Enter #	Enter #	Enter #	Enter text.
N-15		Of all the certifications issued, # of water treatment (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-16		Of all the certifications issued, # of water treatment (2)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-17		Of all the certifications issued, # of water treatment (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-18		Of all the certifications issued, # of water treatment (4)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-19		Of all the certifications issued, # of other	Enter #	Enter #	Enter #	Enter #	Enter text.

Definitions

- **Community** – Is the service area, which may be a town, county, or a subset of either.
- **Leveraged Funding** – Includes any local matching funds or funds raised by or for the community to accomplish the RCAP related projects. It does not include other Federal funding sources (EPA or RD) that fund the RCAP grantee.

RCD Performance Progress Report

- **Newsletters** – Are promotional documents primarily created for the purpose of outreach and providing organizational updates. They may also include information to increase readers' knowledge of the field.
- **Presentations** – Includes webinars and in-person presentations.
- **Publications** – Are documents designed with the primary purpose of increasing readers' knowledge on a particular topic or on the field in general and include recorded presentations either distributed online or by DVD.
- **RCD** – Rural Community Development Facilities Grant
- **Trainings** – Are formal training sessions involving a group of people. Individual trainings should be classified as technical assistance.

RCD Performance Progress Report

Form B: Program Indicators

			Page Enter text.	of Enter text. Pages
1. Federal Agency and Organization Element to Which Report is Submitted Enter text.	2. Federal Grant or Other Identifying Number Assigned by Federal Agency Enter text.	3a. DUNS Enter text.	3b. EIN Enter text.	4. Reporting Period End Date (Month, Day, Year) Enter text.
B. Program Indicators				
(1) Activity Number or Label	(2) Activity Description	(3) Indicator or Status	(4) Explanation	
Highlights & Major Accomplishments				
A-01	Population Served	Enter text.	Enter text.	
A-02	Communities Served	Enter text.	Enter text.	
A-03	Projects	Enter text.	Enter text.	
A-04	Trainings	Enter text.	Enter text.	
A-05	Outreach	Enter text.	Enter text.	
A-06	Leveraged Funding	Enter text.	Enter text.	
A-07	Revolving Loan Fund	Enter text.	Enter text.	
A-08	Project Outcomes	Enter text.	Enter text.	
A-09	Other Highlights	Enter text.	Enter text.	
Challenges (or problems) & Their Resolutions (or steps taken)				
B-01	Population Served	Enter text.	Enter text.	
B-02	Communities Served	Enter text.	Enter text.	
B-03	Projects	Enter text.	Enter text.	
B-04	Trainings	Enter text.	Enter text.	
B-05	Outreach Activities	Enter text.	Enter text.	
B-06	Leveraged Funding	Enter text.	Enter text.	
B-07	Revolving Loan Fund	Enter text.	Enter text.	
B-08	Project Outcomes	Enter text.	Enter text.	
B-09	Other Challenges	Enter text.	Enter text.	
Changes				
C-01	Services Provided	Enter text.	Enter text.	
C-02	Level of Services Provided	Enter text.	Enter text.	
C-03	Distribution of Services Provided	Enter text.	Enter text.	
C-04	Staffing	Enter text.	Enter text.	
C-05	In the Field (examples: available funding, regulations, etc.)	Enter text.	Enter text.	
C-06	In Grantee Region & States	Enter text.	Enter text.	
C-07	Other Changes	Enter text.	Enter text.	